



School	Wymeswold C of E Primary School
Title and Grade of Post	SENCO
Job purpose	To take responsibility for the day to day operation of provision made by the school for pupils with SEN and provide professional guidance in the area of SEN, in order to secure high quality teaching and learning and the effective use of resources to bring about improved standards of achievement for all pupils.
To whom the postholder reports	<p>The postholder is responsible to the:</p> <ul style="list-style-type: none"> • Headteacher in all matters • The relevant member of the school leadership group in respect of curriculum and pastoral matters <p>The postholder is also expected to interact on a professional level with colleagues in order to promote a mutual understanding of the school curriculum and its impact on the school SEN policy, with the aim of improving teaching and learning across the school.</p> <p>The postholder will also be expected to network and liaise with SENCO's across the family of schools and wider, to ensure a consistency of approach regarding transition, etc.</p>
The persons line managed by the postholder	<p>The postholder is responsible for:</p> <ul style="list-style-type: none"> • The line management and supervision of all teaching staff within the SEN team • Where appropriate the supervision of support staff within the SEN team • The coaching, mentoring and development of all staff within the SEN team.
Duties and responsibilities specific to the post	<p>Strategic Direction:</p> <ul style="list-style-type: none"> • Develop, implement, monitor and maintain SEN policies and practices which reflect the school's commitment to high achievement and which are consistent with national and school strategies and policies. • Establish short, medium and long term plans for the development and resourcing of the SEN function. • Monitor the progress made in achieving plans and targets, and evaluate the impact on teaching and learning. • Manage the professional development of staff within the SEN area and evaluate the impact on teaching and learning. • Coach all members of staff across the school to recognise and fulfil their statutory responsibilities to pupils with SEN. • Disseminate good practice relating to SEN through INSET, coaching and mentoring mechanisms. <p>Teaching and Learning:</p> <ul style="list-style-type: none"> • Provide guidance on a choice of appropriate teaching and learning methods and coaching relating to the delivery of these methods. • Develop and implement systems for recording individual pupils' progress, and collect and interpret specialist assessment data. • Ensure schemes of work are differentiated appropriately and evaluate the impact on teaching and learning. • Evaluate the quality of teaching and standards of achievement /attainment

	<p>for pupils with SEN and set targets for quality controlled improvement.</p> <p>Leading and Managing Staff:</p> <ul style="list-style-type: none"> • Develop an understanding of SEN across curriculum teams and individuals with the view of enhancing performance in this area. • Develop coaching and mentoring systems to ensure the support and development of all staff working within the SEN area. • Plan, delegate and evaluate work carried out by team(s) and individuals, and ensure a consistent approach regarding SEN across the school. • Promote a creative and collaborative working environment. • Create, maintain and enhance effective relationships. <p>Resource Management:</p> <ul style="list-style-type: none"> • Identify resources needed to meet the needs of pupils with SEN and advise the Headteacher / Governing Body of priorities for expenditure. • Monitor and control the use of these resources.
Generic duties and responsibilities	<p>To work within the framework of national legislation and in accordance with the provisions of the School Teachers Pay and Conditions Document. In addition, the post is subject to compliance with:</p> <ul style="list-style-type: none"> • School policies and guidelines on the curriculum and school organisation • County policies • National Standards for SENCO's • The Conditions of Service for School Teachers in England and Wales and with locally agreed conditions of employment • SEN Code of Practice • Common core of skills and knowledge for the children's workforce. <p>The duties and responsibilities detailed within this job description should be supplemented by those accountabilities, roles and responsibilities common to all classroom teachers, as set out within the School Teachers Pay and Conditions Document.</p>

Signature _____

Date _____